



CTE

Compliance Reporting

Career and Technical Education Self-Assessment

2006-2007

School Division

VIRGINIA DEPARTMENT OF EDUCATION
Division of Instruction
Office of Career and Technical Education
P.O. Box 2120
Richmond, Virginia 23218-2120

Career and Technical Education Self-Assessment

2006-2007

Mail two copies of the completed self-assessment booklet to the following address:

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Copies of the self-assessment may be retrieved at:
<http://www.pen.k12.va.us/VDOE/Accountability/fpm.html>

INSTRUCTIONS FOR COMPLETING THE SELF-ASSESSMENT

The following strategies are offered for completing the self-assessment:

Coordination of Monitoring Activities

Each school division should consider designating an individual to coordinate the division's monitoring activities. The local coordinator's responsibilities might include the following:

- ☐ Serve as the liaison between the school division and the Department of Education, Office for Career and Technical Education;
- ☐ Provide guidance and direction to conducting the self-assessments;
- ☐ Provide guidance to ensure timely implementation of corrective actions when deficiencies are identified; and
- ☐ Review reports with the division superintendent and local school board.

The Assessment Process

School divisions are given flexibility in determining how the division will conduct the self-assessment. A school-by-school assessment is recommended and the results compiled into a division report. School divisions are encouraged to establish a diverse committee to conduct the review. The committee composition should include representatives of the following: school administrators (including building principals), teachers, parents, local advisory committee, support personnel, and other individuals as appropriate. Team members should be knowledgeable about the program and have an understanding of program requirements. The number of individuals on the committee may vary depending on the size of the schools, school division, and program.

Each federal and state requirement for review has been identified in the self-assessment booklet. Careful examination of each standard, questions, or statements should be made before determining whether the school division is meeting the requirement. The school division should seek a variety of data sources for an effective review. These might include focus group meetings, interviews, and/or surveys to reach a vast number of individuals, including parents, building principals, teachers, support personnel, and other staff members as appropriate.

The source of documentation used to verify compliance should be indicated in the appropriate space provided in the self-assessment booklet. When the school division determines that it is meeting a requirement, it must ensure that there is adequate documentation to support

the determination. The comment section should be used to provide an explanation when the committee determines that a school or the school division is not meeting a requirement; or an explanation about the identified concern; or any other information for clarification of the review team's finding. The comments will also help to facilitate the development of a program improvement plan to address any identified deficiencies and actions for overall program improvement. You may attach additional pages as needed.

How do you determine when a standard is in compliance, noncompliance, or that a concern should be noted? The general rule is that (1) a standard is in noncompliance when there is evidence of a specific violation of procedural or other requirement; and (2) a standard is in noncompliance when there is evidence of policy, procedure, or routine activity that when applied to individual students results in a violation of requirement/entitlement. When it is determined that the school division is meeting the requirement, but there are identified issues that should be addressed, then it should be noted as a "concern." Remember that the goal of the monitoring process is continuous program improvement. Therefore, not only is the objective to determine compliance and make necessary corrections but to seek ways to improve the program and to achieve improved results for students.

If the self-assessment committee determines that the division is not meeting a requirement, strategies to correct or address the issue(s) must be established. The plan of action should include all areas identified by the committee as needing attention. The plan must also include the following: (1) identification of the unmet requirement or area of concern; (2) specific corrective action taken or planned; (3) implementation date; person responsible; and (4) method to ensure full implementation. A suggested format for a program improvement plan follows the Requirements for Review section of this manual.

PROGRAM IMPROVEMENT PLANNING

The Department of Education strives to move the current monitoring process to a system that empowers local divisions to focus on program effectiveness and student results. Through various components such as data collection and self-evaluation, school divisions identify problems, develop and initiate improvement strategies, and verify their effectiveness. The self-assessment provides the opportunity to enhance program-planning efforts.

Planning for program effectiveness should not simply be an activity to complete, but a strategic procedure that supports learning and the ongoing improvement of the program. The planning process should identify important, long-range improvement issues and describe a specific set of actions to be undertaken relative to these issues. The process should detail "how" the division intends to make the desired improvements. Each local school division's strategic planning process should identify improvement issues and develop strategies or activities that will lead to an increase in program effectiveness.

Improvement issues can be the natural outgrowth of where the school division's program is today and what it wants to become in the future. For this to happen, the school division must first assess its present status. There are internal and external factors that should be examined to help identify improvement issues. Internal factors deal with issues that are within the district's direct control and may include, but are not limited to:

- X graduation rates
- X drop-out rates
- X attendance rates
- X procedural compliance results
- X comparative testing results
- X program completers

External factors generally deal with issues that are outside the district's direct control, but should be recognized in the district's planning efforts. They may include, but are not limited to:

- X Standards of Learning
- X state and federal program requirements
- X recent changes in regulation
- X demographic changes

Utilizing such data sources allows the school division to analyze existing gaps between "what is" and "what is desired". After such an analysis, the school division should be able to identify the critical issues that warrant attention. Strategies deemed to have significant impact on student achievement should be developed to address the program issues. Currently identified through federal initiatives and supported by research, parental involvement, curriculum and instruction, and staff development strongly influence program outcomes and student results. If school divisions are to raise academic performance for all children, monitoring must move beyond a mere event to a process of active strategic planning for program effectiveness.

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****I. Career and Technical Education Financial Report**

1. The administrators (principals and/or assistant principals) of career and technical programs for which categorical entitlements are received devote a minimum of 50% of their time to career and technical education administration. (8 VAC 20-120-30.2.a.)
- _____ Postgraduate professional license
_____ Local job description
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

2. Financial assistance provided through categorical entitlements was appropriately used for extended contracts. (8 VAC 20-120-30.2.b.)
- _____ Career & Technical Education Financial Report
_____ CTEMS Schedule 2A
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

3. Financial assistance provided through categorical entitlements was appropriately used for adult occupational programs. (8 VAC 20-120-30.2.d.)
- _____ Career & Technical Education Financial Report
_____ CTEMS Schedule 2A
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****I. Career and Technical Education Financial Report (continued)**

4. An inventory of equipment purchased with federal or state funds is maintained. (8 VAC 20-120-70).
- _____ Equipment Inventory List
_____ Laboratory observation
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

5. Equipment purchased with state and/or federal financial assistance is limited to those included on the approved list for career and technical education programs (8 VAC 20-120-70.3)
- _____ Equipment Inventory List
_____ Equipment Purchase Orders
_____ DOE approval letter(s) for purchase of equipment
_____ Laboratory observation
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

6. Equipment exchanged, replaced, or disposed of was done so in accordance with provisions in Education Department General Administration Regulations (EDGAR 34 CFR Part 80, Subpart C, Section 80.32 (8VAC 20-120-70))
- _____ Local policy and procedures for equipment disposal
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****I. Career and Technical Education Financial Report (continued)**

4. An inventory of equipment purchased with federal or state funds is maintained. (8 VAC 20-120-70).
- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | Equipment Inventory List |
| <input type="checkbox"/> | Laboratory observation |
| <input type="checkbox"/> | Other _____ |

Are you meeting the requirement?
Are there any concerns?

Yes ☐ No ☐
Yes ☐ No ☐

Comment:

5. Equipment purchased with state and/or federal financial assistance is limited to those included on the approved list for career and technical education programs (8 VAC 20-120-70.3)
- | | |
|--------------------------|--|
| <input type="checkbox"/> | Equipment Inventory List |
| <input type="checkbox"/> | Equipment Purchase Orders |
| <input type="checkbox"/> | DOE approval letter(s) for purchase of equipment |
| <input type="checkbox"/> | Laboratory observation |
| <input type="checkbox"/> | Other _____ |

Are you meeting the requirement?
Are there any concerns?

Yes ☐ No ☐
Yes ☐ No ☐

Comment:

6. Equipment exchanged, replaced, or disposed of was done so in accordance with provisions in Education Department General Administration Regulations (EDGAR 34 CFR Part 80, Subpart C, Section 80.32 (8VAC 20-120-70)
- | | |
|--------------------------|--|
| <input type="checkbox"/> | Local policy and procedures for equipment disposal |
| <input type="checkbox"/> | Other _____ |

Are you meeting the requirement?
Are there any concerns?

Yes ☐ No ☐
Yes ☐ No ☐

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****I. Career and Technical Education Financial Report (continued)**

7. Financial assistance provided through SOQ add-on entitlements was used to support the career and technical education program operation. (8 VAC 20-120-30.1.)
- _____ Career & Technical Education Financial Report
_____ CTEMS Schedule 2A
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

8. Federal funds were not used to supplant state or local funds designated for career and technical education. (Assurance Statement 7).
- _____ Career & Technical Education Financial Report
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****II. Career and Technical Education Management System (CTEMS)**

1. A local plan and application has been submitted and approved by the Department of Education, which covers the same time period as the State Plan for Career and Technical Education? (8 VAC 20-120-40)

_____ Approved local plan and application for the current school year
_____ Approval letter from the Department of Education.
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

2. The career and technical programs offered within the school division match an approved sequence of courses as specified in the CTE Administrative Planning Guide. (Section 134 (b)(3)(A))

_____ Comparison of master Schedule with CTERS User's Manual and the Career and Technical Education Guide to Instructional Planning.
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

II. Career and Technical Education Management System (CTEMS) (continued)

3. Career and Technical services, programs, and activities reflect labor market needs and student interest. (8VAC 20-120-100)

☐ Virginia Occupational Demand, Supply, and Wage Information.
☐ Local survey
☐ Advisory Council recommendations
☐ Other _____

Are you meeting the requirement?

Yes ☐ No ☐

Are there any concerns?

Yes ☐ No ☐

Comment:

4. Local programs of career and technical education are evaluated annually using measures of successful performance as approved by the State Board of Education and in compliance with requirements of Section 134 of the Carl D. Perkins Career and Technical and Applied Technology Education Act Amendments of 1998. (Assurance Statement 17)

☐ Local Evaluation Plan
☐ Division wide Local Performance Report
☐ Detailed data collected at the program and school level
☐ Program Improvement Plan
☐ Joint Program Improvement Plan
☐ Other _____

Are you meeting the requirement?

Yes ☐ No ☐

Are there any concerns?

Yes ☐ No ☐

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****II. Career and Technical Education Management System (CTEMS) (continued)**

5. Opportunities are available to provide for individuals enrolled in private schools to participate in career and technical education programs, services, and activities. (EDGAR 34 CFR Part 76, Subpart F, Section 76.651)

_____ Correspondence to private schools
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

6. The career and technical education plan has been developed in consultation with the local career and technical education advisory council and interested parties, including parents, teachers, students, and interested community leaders. (Assurance Statement 16/8VAC 20-120-50)

_____ Local Career and Technical Education Plan
_____ Articulation agreements
_____ Notification letters

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****II. Career and Technical Education Management System (CTEMS) (continued)**

7. Equal opportunities in career and technical education programs have been provided to persons without discrimination because of race, gender, religious preference, color, national origin, and/or disability. (Assurance Statement 18/ 8 VAC 20-120-90)
- _____ Local school divisions written admissions policy
_____ Materials, public announcements, newsletters, etc.
_____ Demographics of enrollment reports
_____ Other _____
- Are you meeting the requirement? Yes _____ No _____
Are there any concerns? Yes _____ No _____

Comment:

8. Programs receiving a grant under Section 134 of the Carl D. Perkins Career and Technical and Applied Technology Education Acts Amendments of 1998 use funds to improve career and technical education programs and comply with requirements in Section 134 as to size, scope and quality. (Assurance Statement 5)
- _____ CTEMS Schedules 2A & 2B
_____ Enrollment information
_____ Other _____
- Are you meeting the requirement? Yes _____ No _____
Are there any concerns? Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****II. Career and Technical Education Management System (CTEMS) (continued)**

9. The local school division identifies the number of special populations students enrolled in career and technical education programs and assesses the career and technical needs of the students identified as special populations. (Assurance Statement 15)
- _____ CTEMS 2A & 2B
_____ Career and Technical assessment instruments
_____ Enrollment information
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

10. Career and technical education programs are in compliance with equal access provisions of Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act of 2004, and the regulations implementing these statutes.
- _____ Recruitment materials
_____ Placement procedures
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****II. Career and Technical Education Management System (CTEMS) (continued)**

11. Career and Technical education programs assist students of special populations to succeed through supportive services such as counseling, English-language instruction, child care, and special aides. (Assurance Statement 15)
- _____ CTERS data
_____ School records
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

12. Special population students are provided with career and technical program(s) in the most integrated setting possible. (8 VAC 20-120-120)
- _____ IEPs
_____ ICTEP
_____ Eligibility or admissions criteria
_____ Special services information
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

II. Career and Technical Education Management System (CTEMS) (continued)

13. Students who are members of special populations are provided appropriate supplementary services that may include curriculum modification, equipment modification, classroom modification, supportive personnel, and/or instructional aides and devices. (Assurance Statement 15)
- ☐ Letters, memos, etc.
☐ IEPs
☐ ICTEPs
☐ Other _____

Are you meeting the requirement?

 Yes ☐ No ☐

Are there any concerns?

 Yes ☐ No ☐
Comment:

14. Modified essential competencies for students with IEP's were developed so that student attainment of the competencies prepare the students for a job or occupation. (Assurance Statement 20)
- ☐ IEP committee membership
☐ Minutes of joint meetings
☐ Modified competencies lists
☐ Other _____

Are you meeting the requirement?

 Yes ☐ No ☐

Are there any concerns?

 Yes ☐ No ☐
Comment:

II. Career and Technical Education Management System (CTEMS) (continued)

15. Academic and technical skills of students participating in career and technical education programs were improved by strengthening the academic and career and technical components of such programs through the integration of academics with career and technical education programs through a coherent sequence of courses to ensure learning in the core academics, and career and technical subjects.
(Section 134(b)(3)(A))
- _____ CTEMS Schedule 1G
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

16. Students who participate in career and technical education programs were taught the same challenging academic proficiencies as were taught to all other students.
(Section 134(b)(3)(C)) / Assurance Statement 4
- _____ CTEMS Schedule 1G
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****II. Career and Technical Education Management System (CTEMS) (continued)**

17. A process was used to independently evaluate and continuously improve career and technical education programs. (Section 134(b)(6)) and Assurance Statement 17)

_____ CTEMS Schedule 1K
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

18. Funds were used to promote preparation for nontraditional training and employment. (Section 134(b)(9))

_____ CTEMS Schedule 2B
_____ Other _____

*Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

* If yes, indicate source of funds

_____ Federal Funds (Perkins)
_____ Local Funds

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****II. Career and Technical Education Management System (CTEMS) (continued)**

19. Comprehensive professional development (Including initial teacher preparation) for career and technical, academic, guidance, and administrative personnel was provided. [(Section 134(b)(10)) and 135(b)(4)]
- _____ CTEMS Schedule 1J
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

20. Activities are conducted to develop, improve or expand the use of technology in career and technical education (section 135(b)(3))
- _____ CTEMS Schedule 1I
_____ Memos
_____ Agendas
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****II. Career and Technical Education Management System (CTEMS) (continued)**

21. Career and technical Education programs are being initiated, improved, expanded and modernized. (section 135(b)(6))

_____ CTEMS Schedule 1L
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

22. Activities are being provided to link secondary and post-secondary career and technical education. (section 135 (b)(8))

_____ CTEMS Schedule 1O
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

23. Federal Funds were not used for programs prior to the 7th Grade. (Assurance Statement 9)

_____ Career and Technical Education Financial Report
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

II. Career and Technical Education Management System (CTEMS) (continued)

24. None of the funds made available under this Act (Perkins III) were used to provide funding under the School-to-Work Opportunities Act of 1994 or to carry out, through programs funded under this Act, activities that were funded under the School-to-Work opportunities Act of 1994, unless the programs funded under this Act serve only those participants eligible to participate in the programs under this Act. (Section 6)
- _____ Career and Technical Education Financial Report
 _____ Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

25. No funds received under the Act were used to require any secondary school student to choose or pursue a specific career path or major or to mandate that any individual participate in a career and technical education program, including a career and technical program that requires the attainment of a federally funded skill level, standard, or certificate of mastery. (Sec 314)
- _____ Career and Technical Education Financial Report
 _____ Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION** (check those used)**II. Career and Technical Education Management System (CTEMS) (continued)**

26. No funds provided for under this Act were used for the purpose of directly providing incentives or inducement to employers to relocate a business enterprise from one state to another if such relocation will result in a reduction in the number of jobs available in the state where the business enterprise is located before such incentives or inducements are offered. (Sec 322)
- _____ Career and Technical Education Financial Report
- _____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

27. None of the funds expended under Perkins III were used to acquire equipment (including computer software) in any instance which such acquisition resulted in a direct financial benefit to any organization representing the interest of the purchasing entity, the employees of the purchasing entity, or any affiliate of such an organization. (Assurance Statement 12)
- _____ Career and Technical Education Financial Report
- _____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****II. Career and Technical Education Management System (CTEMS) (continued)**

28. Programs funded under the Act were coordinated with the local Workforce Investment Council to avoid duplication with Workforce Investment Act Title 1 programs, adult education, and other federal training programs. (Assurance Statement 13)
- _____ Career and Technical Education Financial Report
_____ Memos
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

29. The locality did not fund any project, service, or activity for more than three years, the year of its inception and the two following years, in order to meet the program improvement requirements of Perkins III. (Condition 6)

_____ Career and Technical Education Financial Report
_____ CTEMS Schedule 2B
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

III. Career and Technical Education Reporting System (CTERS)

1. The local education agency has provided data on career and technical education enrollments and completions as prescribed by the Department of Education. (Assurance Statement 3)
- _____ CTERS documents, printouts, and/or diskette
 _____ Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

2. Enrollment adheres to maximum class size as specified in the CTERS document for the following: (a) limited to the number of individual work stations, (b) limited to 20 students for laboratory classes with equipment used in hazardous occupations, (c) limited to an average of 15 students, with a maximum of 18 for classes only for disadvantaged students, (d) limited to an average of 10 students, a maximum of 12, for classes only for students with disabilities or limited to 12 students, a maximum of 15, where an instructional aide is provided. (8 VAC 20-120-140)
- _____ CTERS documents, printouts, and/or diskette
 _____ Class enrollments
 _____ Other _____

Are you meeting the requirement? Yes _____ No _____
 Are there any concerns? Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****IV. Career and Technical Education Advisory Council**

1. The career and technical education advisory council meets at regular intervals during the school year. (8 VAC 20-120-50)
- _____ Minutes of meetings
_____ Communications
_____ Other _____
- Are you meeting the requirement? Yes _____ No _____
Are there any concerns? Yes _____ No _____

Comment:

2. The career and technical education advisory council assisted the local division in developing the current improvement plan, projections for career and technical education, the annual application for career and technical education funds, and the evaluation of career and technical education programs. (8 VAC 20-120-50)
- _____ Minutes of meetings
_____ Communications
_____ Other _____
- Are you meeting the requirement? Yes _____ No _____
Are there any concerns? Yes _____ No _____

Comment:

3. The career and technical education advisory council advised the local division on the relevance of programs and/or courses offered in meeting current employment needs. (8 VAC 20-120-50)
- _____ Minutes of meetings
_____ Communications
_____ Other _____
- Are you meeting the requirement? Yes _____ No _____
Are there any concerns? Yes _____ No _____

Comment:

IV. Career and Technical Education Advisory Council (continued)

4. The career and technical education advisory council is composed of representatives of the general public including at least one representative each from business, industry, and labor, with appropriate representation of both sexes and racial and ethnic minorities found in the school, community, or region served by the council.
(8 VAC 20-120-50.1./ Assurance Statement 16)
- _____ Roster of members
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****V. Competency Based Education (CBE)**

1. State established and industry validated competencies are identified and stated.
(8 VAC 20-120-110.1.a.)

____ Essential competency list
____ Advisory council minutes
____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes ____ No ____
Yes ____ No ____

Comment:

2. Competencies are specified to students prior to instruction.
(8 VAC 20-120-110.1.b.)

____ Essential competency list
____ Lesson Plans
____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes ____ No ____
Yes ____ No ____

Comment:

3. Measures of successful performance are used to evaluate achievement of competencies. (8 VAC 20-120-110.1.c.)

____ Essential competency list
____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes ____ No ____
Yes ____ No ____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****V. Competency Based Education (CBE)
(continued)**

4. A system exists for rating and documenting
the competency performance of each student.
(8 VAC 20-120-110.1.d.)

____ Essential competency list
____ Grade book
____ Other _____

Are you meeting the requirement?

Yes ____ No ____

Are there any concerns?

Yes ____ No ____

Comment:

5. Competencies address all aspects of the
industry and employability skills.
(8 VAC 20-120-110.1.e)

____ Essential competency list
____ Grade book
____ Other _____

Are you meeting the requirement?

Yes ____ No ____

Are there any concerns?

Yes ____ No ____

Comment:

VI. Career and Technical Student Organizations

1. Students are provided the opportunity to participate in career and technical education student organization activities as an integral part of each career and technical education program service regardless of whether or not they are paid members of the organization. (8VAC 20-120-150/ Assurance Statement 22)
- _____ Lesson plans
 _____ Organization membership rosters
 _____ Program of work
 _____ Videos
 _____ Scrapbooks
 _____ Minutes of chapter meetings
 _____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

2. The career and technical education student organization is an integral and active part of each secondary career and technical program. (8 VAC 20-120-150.1)
- _____ Lesson plans
 _____ Organization membership rosters
 _____ Program of work
 _____ Videos
 _____ Scrapbooks
 _____ Minutes of chapter meetings
 _____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****VI. Career and Technical Student Organizations
(continued)**

3. Co-curricular instructional activities related to the respective career and technical education student organization are a part of each CTE instructional program. (8 VAC 20-120-150.2)
- | | |
|--------------------------|---------------------------------|
| <input type="checkbox"/> | Lesson plans |
| <input type="checkbox"/> | Organization membership rosters |
| <input type="checkbox"/> | Program of work |
| <input type="checkbox"/> | Videos |
| <input type="checkbox"/> | Scrapbooks |
| <input type="checkbox"/> | Minutes of chapter meetings |
| <input type="checkbox"/> | Other _____ |

Are you meeting the requirement?

Yes ☐ No ☐

Are there any concerns?

Yes ☐ No ☐

Comment:

VII. Cooperative Education Programs

1. A written training plan has been developed for and followed by each student enrolled in a program using the cooperative education method of instruction. (8 VAC 20-120-130)

____ Training Plans
____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes ____ No ____
Yes ____ No ____

Comment:

2. A written training agreement has been prepared and signed by a teacher/coordinator, school administrator parent(s)/guardian, cooperative student, and employer. (8 VAC 20-120-130)

____ Training agreement
____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes ____ No ____
Yes ____ No ____

Comment:

3. Enrollments are limited to an average of 20 students per instructor per class period with no class being more than 24 where the cooperative education method of instruction is required. (8 VAC 20-120-130.1.a)

____ Enrollment reports
____ Grade Book

Are you meeting the requirement?
Are there any concerns?

Yes ____ No ____
Yes ____ No ____

Comment:

**VII. Cooperative Education Programs
(continued)**

4. A class period as assigned to the instructor for on-the-job coordination for each 20 students participating in on-the-job training.
(8 VAC 20-120-130.1.b)
- _____ Teaching calendars
_____ Enrollment reports

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

5. Written provisions for instructor travel for on-the-job coordination are on file.
(8 VAC 20-120-130.1.c)
- _____ Teaching calendars
_____ Enrollment reports

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****VIII. Equipment**

1. Equipment is retained in the program or project for which it was purchased. (8 VAC 20-120-70)

____ Inventory records
____ Classroom observation
____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes ____ No ____
Yes ____ No ____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)****IX. Safety**

1. Each student and the teacher has access to his/her own approved eye protection devices or a working sanitizing cabinet or other sanitizing method is in place.
(Virginia School Laws __ 22.1-275)

____ Classroom observation
____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes ____ No ____
Yes ____ No ____

Comment:

2. All students and the teacher are wearing approved eye protection devices where appropriate.
(Virginia School Laws __ 22.1-275)

____ Classroom observation
____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes ____ No ____
Yes ____ No ____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION (check those used)**

3. Health and safety standards that are applicable to the operation of that program are an integral part of program instruction. (8 VAC 20-120-160)

_____ Classroom observation

_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

X. Virginia SOQ/SOA Requirements

1. A minimum of 11 courses in career and technical education were offered in each secondary school. (Standards for Accrediting 8VAC 20-131-100.B)
- _____ CTEMS Schedule 1N
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

2. Instruction in career and career and technical exploration were provided in each middle school. (Standards for Accrediting 8 VAC 20-131.90.B)
- _____ CTEMS Schedule 1N
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

3. At least three career and technical programs that prepare students as a career and technical completer were provided. (Standards for Accrediting (8 VAC 20-131-100.A.1)
- _____ CTEMS Schedule 1N
_____ Other _____

Are you meeting the requirement?

Yes _____ No _____

Are there any concerns?

Yes _____ No _____

Comment:

**X. Virginia SOQ/SOA Requirements
(continued)**

4. Career education programs that promote knowledge of careers of all types of employment opportunities including, but not limited to, apprenticeships, the military, and career education schools, and that emphasize the advantages of completing school with marketable skills were infused into the K through 12 curricula. (Standards of Quality 22.1-253.13:1. Standard 1.D.3.)

_____ CTEMS Schedule 1N
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

5. Competency-based career and technical education programs that integrate academic outcomes, career guidance and job-seeking skills for all secondary students, including those identified as handicapped, and that reflect employment opportunities, labor market needs, applied basic skills, job-seeking skills, and career guidance were offered. Career guidance shall include employment counseling designed to furnish information on available employment opportunities to all students, including those identified as handicapped, and placement services for students exiting school. (Standards of Quality 22.1-253.13:1. Standard 1.D.4.)

_____ CTEMS Schedule 1N
_____ Other _____

Are you meeting the requirement?
Are there any concerns?

Yes _____ No _____
Yes _____ No _____

Comment:

REQUIREMENTS FOR REVIEW**DOCUMENTATION** (check those used)**X. Virginia SOQ/SOA Requirements
(continued)**

6. Both academic and career and technical preparation _____ CTEMS Schedule 1N
were offered to students who plan to continue _____ Other _____
their education beyond secondary school or
who plan to enter employment. (Standards of
Quality 22,1-253.13:l. Standard 1.D.5.)

Are you meeting the requirement?

Yes _____

No _____

Are there any concerns?

Yes _____

No _____

Comment:

**CAREER AND TECHNICAL EDUCATION
CORRECTIVE ACTION/PROGRAM IMPROVEMENT PLAN**

School Division _____

Program _____

*Unmet requirement(s) and areas of concern	Specific corrective action taken or activities planned	Timelines	Person Responsible	Method of monitoring implementation

*Please identify unmet requirement(s) to correspond with the numbered standard(s) in the self-assessment instrument.

<p style="text-align: center;">THE SELF-ASSESSMENT PROCESS Summary Report</p>

A. Give a brief description of your self-assessment process.

B. Identify the composition of the self-assessment committee (names and titles).

C. Identify strengths or exemplary practices recognized by the self-assessment committee.

D. Identify data sources used in the assessment process.

EVALUATION OF THE SELF-ASSESSMENT PROCESS

Your comments and recommendations will help the Office of Career and Technical Education to improve the monitoring of career and technical education programs. Please respond to the following questions:

1. To what extent did DOE staff provide adequate instructions and guidance to conducting the self-assessment? Were your concerns or needs addressed?

2. What changes would you make to the self-assessment document to provide for better understanding or clarification of the requirements?

3. How useful was the self-assessment process to your school division?

4. Were there any problems/challenges in conducting the self-assessment? Describe.

5. What suggestions would you make to school divisions conducting the self- assessment next year?

6. Other suggestions or comments:_____

STATEMENT OF ASSURANCE

The _____ Public School Division has conducted a comprehensive self-assessment of the career and technical education program. The school division has developed a plan of action to address each unmet requirement and assures timely implementation of the plan.

Signature

Division Superintendent

School Division

Date